

How to Set Privacy Settings in WhatsApp

What is WhatsApp:

WhatsApp is a free cross-platform messaging application. It enables users to send text messages, make voice and video calls using an internet connection. Users can also share photos, videos, and documents via WhatsApp. Additionally, WhatsApp supports group chats, voice messages, location sharing, and file transfers. This makes it a versatile and widely-accepted communication tool for both personal and business use.

Importance of WhatsApp Privacy Settings:

To safeguard user privacy, WhatsApp employs end-to-end encryption. This ensures that only the account user, and the intended recipient can read the message's content. However, while using the application, account users might unknowingly share additional information. This can happen with either their contacts or anyone possessing their phone number. WhatsApp Privacy Settings are crucial as they empower users to control their information within the application.



Figure 1 : Screenshot of WhatsApp Application Interface on Smartphone

By selecting proper settings, users can manage who sees their details, thereby improving the security and the safety of their communication. This manual will guide you through the steps to effectively manage your privacy settings on WhatsApp.

How to Access Privacy Settings in WhatsApp:

To access various privacy options in WhatsApp, follow these steps:

1. Open WhatsApp.
2. Tap on Settings.
3. Select Account.
4. Choose Privacy.

Please refer to the images below for step-by-step instructions on configuring your Privacy Settings."

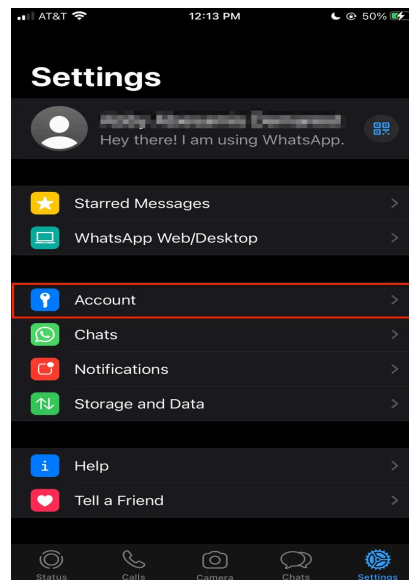


Figure 2 : Open Settings and Select Account in Settings

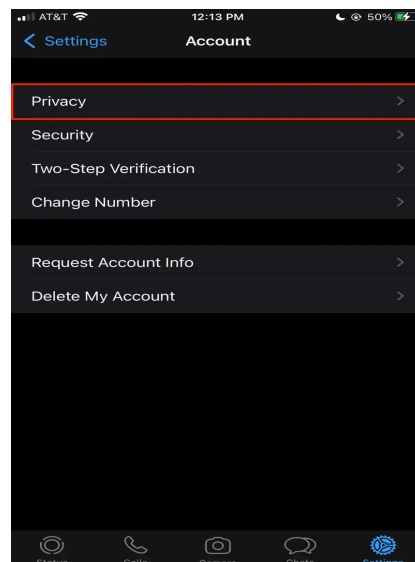


Figure 3 : Select Privacy in Account

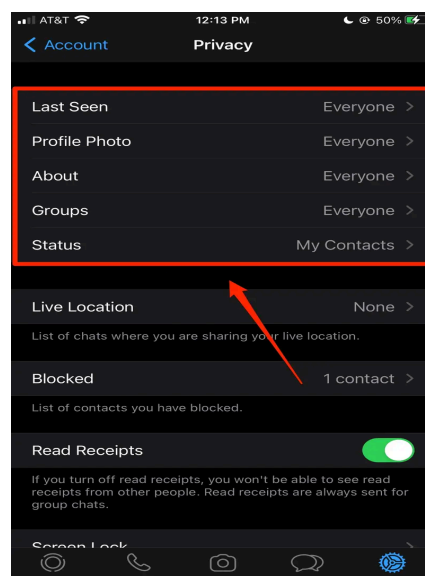


Figure 4 : Multiple Privacy Settings to Adjust

Privacy Settings Overview:

1. Last Seen, Profile Photo, About, Groups, and Status:

- **Last Seen:** Within WhatsApp, your contacts and anyone with your phone number can see if you are currently active on WhatsApp (when it is open on your device). If you are offline, they can still see when you were last active on WhatsApp. WhatsApp provides you the option to restrict others from viewing your 'Last Seen' status. To manage this, navigate to 'Last Seen' in settings and select who can view your activity status: Everyone, Contacts, or Nobody.

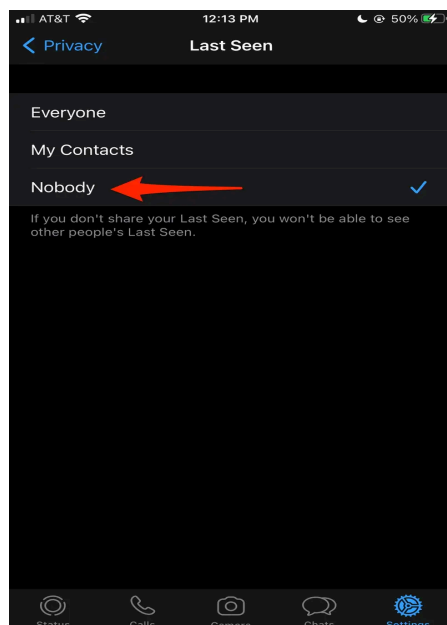


Figure 5 : Selecting 'Nobody' in the Last Seen Option

Example : Choosing "Nobody" means no one, not even your contacts, can see when you were last active. This also restricts you from viewing others' last seen status.

- **Profile Photo:** Anyone with your phone number can view your profile photo. To manage who can see it, tap on 'Profile Photo' and choose who has access: Everyone, Contacts, or Nobody.

Example : Choosing "Contacts" limits visibility of your profile photo to people in your contacts list.

- **About:** This section allows you to input a brief status or description to share information about yourself. To manage who can see it, choose who can access: Everyone, Contacts, or Nobody.

Example : Choosing "Everybody" allows all WhatsApp users to view your About section.

- **Groups:** Groups enable you to create gatherings or communities where multiple people can participate in a single chat conversation. These group chats on WhatsApp may include family members, friends, colleagues, or any other individuals with a common interest. The "Groups" setting in WhatsApp's privacy options typically refers to controlling who can add you to these group chats. You can control who can add you to group chats by selecting from the options: Everyone, Contacts, or Nobody.

Example : Choosing "My Contacts Except" allows you to select specific contacts who won't see your status updates.

- **Status:** The "Status" feature in WhatsApp enables you to share updates, photos, videos, or text-based status with your contacts. These statuses remain visible to your selected audience for a specified period, typically 24 hours. After this time period, they will disappear unless you choose to delete or update them.

WhatsApp provides options to control who can view your status updates, including "My Contacts," "My Contacts Except," or "Only Share With".

For example, if you choose "My Contacts Except", it will select specific contacts who won't be able to see your status updates.. For "Only Share With," you can select a few contacts who will be the only ones able to view your status updates.

2. Live Location

The "Live Location" feature in WhatsApp allows you to share your real-time location with contacts or groups for a specified duration. This feature allows you to share your moving location continuously on a period as set by you. You can stop the sharing at any time using the "Stop Sharing Live Location" option.

3. Calls

Enable "Silence Unknown Callers" to manage calls from unknown numbers.

Example : When the feature "Calls from Unknown Numbers" is enabled, any incoming call from a number not saved in your contacts will not ring your phone.

4. Blocked

Blocking restricts interactions, including messages, calls, and access to your profile.

5. Read Receipts

Read receipts in WhatsApp indicate when a message has been delivered to the recipient's device and when they have viewed it. When the recipient reads the message, you can see two blue checkmarks, confirming that the message has been both delivered and read. This feature provides a level of transparency regarding the status of sent messages. This allows you to know when your messages have been seen by the recipient, ensuring clear communication within the application. Under the Privacy menu, tap the green slider next to "Read Receipts" until it goes grey. There's no way to turn off "Read Receipts" in group chats.

Conclusion:

You have successfully managed your privacy settings on WhatsApp . These settings enable you to control who sees your information while using the application.